



CHAPERONE POLICY

Policy Name: Chaperone Policy

Date of Approval: November 6th, 2024

Policy Coverage: Chaperoning children & young people

Versions: 1.0 NOV 2024

Contents

Our Commitment	2
Use of Chaperones	2
Scope	3
Responsibilities	3
Selection Criteria	4
Accommodation	4
Remuneration and Reimbursement	5

Our Commitment

Surfing Australia (SA) is committed to ensuring the safety and well-being of all young people involved in our sport. The role of chaperone is part of that commitment.

SA is committed to providing the best possible support for chaperones and the young people they work with and have under their care and guidance. The chaperone also plays an important role in creating a positive team and club culture, in fostering cooperation and team spirit.

Use of Chaperones

SA may appoint and use chaperones for events hosted at Community, State, National and International Level. This includes camps, conferences, tours and away trips when any of our athletes involved are under 18 years of age.

The chaperone to athlete ratio will be at least 1:8 one chaperone for every eight athletes/participants under the age of 18 with a minimum two (2) adults involved in a supervision capacity. Ratio for HPC-based camps may at times be 1:10.

Chaperones will be appointed for away trips and camps that include at least one overnight stay in Australia and internationally.

Where practicable, chaperones will be appointed to accommodate the genders of the athletes involved in the activity e.g. adult females will chaperone female athletes and adult males will chaperone male athletes where appropriate or necessary for the comfort of the child/young person. For example, young children who require bathroom facility supervision, U18 athletes who require anti-doping testing supervision, additional support due to adolescent development, or gender-related trauma considerations.

SA will also nominate a SA Staff Member, SA Coach or alternative member of Team Management to provide Chaperone Support for Camps and Tours to support a two-person leadership model of supervision and communication.

A chaperone cannot be another athlete on the touring camp or tour or a person under 18 years of age.

The chaperone will perform the chaperone role solely unless other role descriptions are agreed prior to the tour. For example, a chaperone who is also a massage therapist or physiotherapist by occupation will only perform the chaperone role for that engagement unless otherwise formally agreed with SA that they can perform multiple roles in accordance with the Chaperone Policy.

The chaperone will complete all minimum sport integrity and education requirements listed by SA Management prior to their engagement in a SA activity.

Scope

This policy applies to anyone, whether they are in a paid or voluntary capacity, that is appointed as a chaperone for SA. This policy will continue to apply to a person even after they have stopped their association or employment with SA if disciplinary action, related to their role as chaperone, has commenced.

Responsibilities

The chaperone's role varies from one team or event to the next. The final list of responsibilities will be determined by a nominated member of SA Management, depending on the age of the athletes, the nature of the event and the skills and qualifications of other accompanying adults.

A chaperone accompanying a team or group of athletes will be required to:

- brief the athletes in their care at the start of their engagement of their role and expected athlete behaviours;
- ensure the SA schedule is followed, for example, curfews, mealtimes, study sessions, training sessions, recovery sessions;
- ensure the athletes are supervised at all times that is appropriate for the camp or tour – e.g. trips external to a hotel or accommodation should always be supervised by the chaperone. This includes chaperoning to the beach for surf sessions, requiring all athletes in a chaperone's care to surf at the same time, or one chaperone supervises to the beach, the other remains with the athletes who aren't surfing;
- organise and prepare any "in house" meals and supervise athlete involvement in meal preparation.
- ensure premises are left clean and tidy;
- enforce the rules and report any infraction of the SA's Code of Conduct, Safeguarding Children and Young People Policy or Member Protection Policy to the SA Leadership Team;
- handle any emergencies with common sense and according to SA codes and guidelines.
- Chaperones need to familiarise themselves with SA's National Integrity Framework and associated policies and guidelines prior to engagement in their role;
- accompany an injured or ill athlete who needs medical attention to a doctor or hospital when the SA Team Doctor is not on duty or away from the designated the camp or event schedule, e.g. if an athlete falls ill at a camp overnight, the chaperone would accompany that athlete to the doctor or hospital;

- ensure another chaperone support is in place if they are attending to the care of another athlete while they have multiple athletes in their care;
- ensure they familiarise themselves with the SA Athlete Wellbeing & Engagement Manager and the AIS Mental Health Referral Network to support athletes with health and wellbeing concerns;
- ensure other relevant SA procedures and safeguarding practices are adhered to, e.g. appropriate transport and collection of athletes under 18 years of age;
- ensure a two-person leadership model is employed with the use of all electronic communication, e.g. create a WhatsApp group for communication purposes with staff, athletes and parents/carers on the same group for transparency of text messages;
- work cooperatively with team officials, including coaches, managers and support staff;
- help supervise travel schedules and travel logistics;
- ensure they are not under the influence of drugs or alcohol whilst on chaperone duty;
- safeguard the athletes' tickets, keys, valuables and money when appropriate;
- maintain a contact list of key people, such as managers, coaches, parents, emergency contacts;
- maintain a list of dietary and medical information of all athletes in their care;
- advise SA Management immediately of any critical incidents or emergency situations that happen under their care;
- complete handover with SA staff member before leaving;
- support a child or young person who is asked to complete an anti-doping test if required.

Selection Criteria

Any person being considered for appointment to the role of Chaperone must:

- be over the age of 18;
- have completed a valid Working with Children Check (or equivalent) prior to engagement;
- have completed all SA recruitment and screening requirements as per the Safeguarding Children and Young People Policy;
- possess a current open driver's licence and have an excellent driving record;
- complete integrity education requirements such as the Safeguarding Children and Young People in Sport Induction course prior to any engagement with SA athletes.
- It's a desired best practice, but not mandatory, requirement for SA chaperones to hold a current First Aid and CPR accreditations

Accommodation

Where possible, chaperones will be given their own separate room. However, on occasion, chaperones may be required to share a room with another chaperone, the coach or manager or another accompanying adult.

A chaperone will not share a room with any athlete under their care at any time with the exception of their own child.

Remuneration and Reimbursement

Chaperones may be appointed on a voluntary or paid basis, depending on the circumstances.

A chaperone may be required to pay upfront for things like groceries, accommodation or petrol. In this case, all receipts must be retained for reimbursement upon return.

If a chaperone uses a personal vehicle, mileage costs may be reimbursed based on current Australian Tax Office rates. An accurate log of the journey must be kept.

An Expense Form must be completed listing all expenses for reimbursement and given, along with original receipts to the SA High Performance Director or relevant SA Manager for approval.

I, _____ have read and understood the policy and will abide by it as a team member of Surfing Australia.

Signature: _____

Date: / /